

SCHEDULE 1
CHILD AND FAMILY SERVICES

SCHEDULE
CHILD AND FAMILY SERVICES

ADOPTION SUBSIDY RECORDS (Item 1-22)

These are subsidy agreements to adopting families and are used to track eligibility and provide an audit trail for payments. State subsidies may be one time, time-limited, or long-term, depending on the circumstances of the family and the child's needs. Medical, dental, psychological, and long-term maintenance subsidies continue until age 18, or until age 21 if the state has determined that the child has a mental or physical handicap which warrants continuing assistance. All state subsidy agreements are reviewed annually for continued eligibility (Utah Administrative Code R537-43.2 (1993)).

RETENTION

Retain for 20 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Controlled: UCA 78-30-15 (1990)

GEOGRAPHIC PROJECT FILES (Item 1-27)

These records contain documentation of geographic projects including, but not limited to, requests for proposals, applications, fiscal reports, support documents, correspondence, status reports, audit reports, maps, analysis results, programs, GIS datasets, work plans, and final reports. These projects are created as part of the daily business of the Automated Geographic Reference Center (AGRC).

RETENTION

Retain by Agency Retain 10 years after end of project and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.